

I. INTRODUCTION

The Field Office carries out for an assigned circuit (1) the original inspection and weighing of grain under the U.S. Grain Standards Act of 1976, (2) the permissive inspection, weighing, and checkloading of rice, pulses, processed grain products, and other assigned commodities under the Agricultural Marketing Act of 1946, as amended, and (3) the supervision of these activities conducted by licensed inspectors and weighers.

The incumbent makes final grade determinations on a limited number of products standardized under the Acts which are stored near or shipped to or from inspection points under field office jurisdiction and, if applicable, performs the full range of weighing activities at grain handling facilities.

II. MAJOR DUTIES

Determines the grade of a limited number of grains and related commodities. Performs agency services in support of grain, rice, and related commodity markets. These services include (a) the original inspection and weighing of grain; (b) the permissive inspection, weighing, and checkloading of rice, pulses, processed grain products, and other assigned commodities; and/or (c) the technical supervision (oversight, reporting, and review) of grain and commodity inspection and weighing activities performed by licensed or contracted nonfederal inspectors.

The work is performed at an agency field office and at various locations within the area served by a field office. Work assignments are rotated between shifts and points of inspection within the area serviced. Also, assignments may be performed in other field offices, which involves details and/or reassignment to a different geographical area involving commodities or market services differing from the original field office.

The incumbent is responsible for transportation to and from assigned points of inspection and may be required to operate a motor vehicle on official business.

The work involves one or more of the following inspection functions and/or weighing activities:

A. Federal Export Inspection

(1) Sampling: Inspects for general condition bulk and sacked lots of grain being unloaded, loaded, or stored in elevators, trucks, freight cars, export vessels, barges, or warehouses, and obtains correct and representative samples of grain. Examines the lot by observation, touch, and smell for lack of uniformity in quality and condition, such as heating, dampness, weevily, smuttiness, mustiness, and for the presence of excess foreign material.

If uneven loading is evident, segregates inferior portions for review by supervisor and encloses representative portions in waterproof or airtight containers. Records on standard forms

information as to kind, quality, and condition percentage of inferior portions of grain, identity of cars, seals, location, date, and other pertinent information.

(2) Grading: Under general supervision, performs both mechanical measurement and visual inspections to establish the type and quality of the grain and related commodities. the physical analysis of sample portions of standardized products includes determining grading factors such as: kind, class, subclass, damaged, heat damage, foreign material, smut, insect infestation, odor, moisture, protein content, texture, milling degree, color, and other grading factors applicable to a particular grain or commodity. In addition, performs chemical and physical tests (such as aflatoxin, NIR protein, etc.) whenever applicable. Applies the official standard to determine and certify the grade of the product.

(3) Stowage Examinations: Conducts stowage examinations on shipholds, barges, hopper cars, and other containers to insure cleanliness and acceptability of storage and handling facilities.

(4) Fumigation: Witnesses fumigation of shipholds to insure fumigants are applied according to agency approved instructions.

B. State Delegation and Interior Inspection

Delegates the grade on a limited number of grains and related commodities. Performs gradings to check the accuracy of licensed, nonfederal inspectors. Reviews grading procedures and methods used by licensees and supervises grades being assigned by licensed inspectors to samples of wheat, peas, beans, corn, oats, rice, rye, barley, lentils, soybeans, hay, sorghums, and other related commodities. In connection with grading, performs physical analysis of sample portion for grading factors, such as: kind, class, subclass, damaged, foreign material, smut, insect infestation, odor, protein content, moisture and texture, milling degree, color, and other grading factors applicable to a particular sample. Instructs licensed technicians and samplers in sampling and laboratory techniques. As necessary, corrects improper methods. Conducts licensing examinations for nonfederal technicians and samplers. Conducts stowage examinations to insure cleanliness and adequacy of storage and handling facilities. When required, performs sampling duties.

C. Inspection (Processed Products)

The incumbent samples, checkweighs, and checkloads processed products such as flour, cake mix, corn meal, vegetable oils, and other processed products inspected under the Agricultural Marketing Act of 1946. Samples and inspects nonfood components (containers, strapping, pallets, etc.) for these products to insure that they meet applicable specifications; interprets and utilizes the various Federal, Military, and Agricultural Stabilization Conservation Service (ASCS) specifications; employs sampling tables and selection rates; and performs plant sanitation, land carrier, and shiphold examinations.

The incumbent is familiar with all commodity inspection forms common to assigned field office. In addition, has responsibility for the licensing of contract samplers; discusses proper procedures with licensees; technically monitors contract samplers and state inspection personnel; arranges for contract sampling services; and provides contract compliance reviews to include making corrective actions to assure adherence to standard procedures. Prepares written reports of findings for supervisor.

D. Equipment Checktesting

As assigned, inspects and checktests equipment and diverter samplers used for official inspection.

E. Weighing

The incumbent may be required to perform either or both of the following weighing functions: (a) official weighing (class X), either at export or interior locations; (b) supervision of weighing classes (classes X or Y) by any delegated export state or designated agency.

Has responsibility for accurate weights and accurate documentation of events that support the official weight certificate. Supervises the weighing and transfer of grain in and out of an elevator by monitoring the operations from the scale control room. Prepares necessary reports and maintains necessary documentation of weights in the form of scale tickets, scale tapes, weight tickets, and other work records. Checks the condition of scales and handling equipment to detect improper weighing procedures or defective equipment. Must be constantly alert to immediately detect and identify errors in the methods and practices in weighing or malfunctions in the weighing system. This includes detecting and identifying errors in the weighing system such as incorrect printouts on tapes or scale tickets of weight and identification information; failures to weigh or record total volume of grain; faulty weight results due to radio frequency interference, wind, improper venting, calibration or adjustment, power failures, poor housekeeping, damaged load receiving elements, and problems in the grain delivery systems. When remedial action is required, the incumbent is responsible for dealing with elevator employees and management officials and/or for notifying the immediate supervisor so that action may be taken to immediately correct the situation or to discontinue official weighing on the scale or piece of equipment.

The incumbent approves and signs official weight certificates for grain weighed in and out of the elevator. This requires verification and recording on the certificates of weights taken from weight tickets or tapes, carrier identifications, type of movement, kind of grain, date, location, and any pertinent information relating to special conditions observed or noted. Incumbent is also responsible for weighing records and reports required by the weighing certification program in the elevator.

Under state delegation or agency designation, reviews and validates the conformance of the weighing to federal standards.

III. FACTORS

Factor 1. Knowledge Required by the Position - Level 1-5, 750 points

Knowledge of the principles, methods, official grade standards, and regulations applied in grain inspections. Knowledge of the characteristics of and common defects of wheat, rice, other grains, or grain products being graded. Knowledge of the production, weighing, processing, storage, and transportation conditions and practices that directly affect product acceptability or grade of grain, pulses, or grain products being graded.

Skill in sampling, performing mechanical determinations, and grading a limited number of grains and commodities. Unusual or borderline determinations require technical assistance from a supervisor.

Knowledge of the official grain weighing process, including making independent decisions regarding normal daily weighing operations. Has total familiarity with the grain flow systems and elevator grain movement capabilities at each grain elevator assigned.

Knowledge of the basic operational workings of grain weighing devices and ability to detect and interpret operational malfunctions which could affect the accuracy of the weights are required at locations where weighing is performed under the Grain Standards Act.

Knowledge of FGIS safety standards and their application to daily operations.

Factor 2. Supervisory Controls - Level 2-2, 125 points

The supervisor coordinates grading activities and assigns work to the incumbent on a daily or weekly basis. Assignments are given in general terms, indicating the location and general grading/inspection/weighing work to be performed.

Recurring assignments are performed without specific technical instructions. However, in unusual or borderline cases, the supervisor is consulted for interpretation and guidance or for making the final determination. Assignments involving grains or commodities new to the grader are performed under the direct supervision of a senior grader or the immediate supervisor.

The work is reviewed for technical accuracy and completeness through spot checks of weighing and grading while it is being performed and through a close review of the inspection and weighing reports and official certificates for adherence to normal procedures and for conformity to expected results.

Factor 3. Guidelines - Level 3-2, 125 points

The primary guides consist of a limited number of official grain standards and regulations, inspection and weighing manuals covering procedures and techniques, visual guides, and supplemental instructions, both written and oral. The employee independently selects the appropriate guide; however, assistance is readily available to interpret standards and make difficult determinations.

Factor 4. Complexity - Level 4-2, 75 points

Assignments deal with a small variety (i.e., one or two types) of grains and related commodities (e.g., wheat, corn, soybeans, rice, etc.), scales, and scale types (e.g., manual and electronic hopper scales, and manual and electronic platform scales, etc.) and vary according to the assignment (e.g., sampling, original grading, original weighing, technical oversight of nonfederal inspectors, weighers, etc.). The volume and speed of the loading operation (e.g., involving ocean vessels being loaded for export) requires timely and accurate grading and weighing determinations.

The employee selects appropriate methods depending on the nature of each assignment, considering the type of grain or grain product in the case of grading, or considering the configuration of the elevator or facility and type of equipment in the case of weighing, or processed products inspection.

Various grade factors and/or contract specifications must be analyzed to make grade determinations, and a limited variety of processing or storage processes must be analyzed to inspect processed products or conduct or oversee weighing operations.

Duties do not require the primary responsibility for on-site relationships with the trade management.

Factor 5. Scope and Effect - Level 5-3, 150 points

The work involves the standards and regulations in determining the quantity and general condition and the U.S. grade of grain and commodities. The incumbent issues weighing and inspection reports and official grade and weight certificates. Since grain is traded on the basis of U.S. grades, weights, and export contracts, the grader's work affects the financial interests of buyers, sellers, shippers, warehouses, and others having an economic interest in the product.

Factor 6. Personal Contacts - Level 6-2, 25 points

In addition to contacts with other Agency employees, the work includes relationships with employees of grain elevators, shippers, licensed inspection agencies, sampling contractors, and similar firms operating in the marketing chain.

Factor 7. Purpose of Contacts - Level 7-3, 120 points

The purpose is to develop and maintain the cooperation of industry personnel and resolve problems and conflicts to assure compliance with program regulations. As assigned, instructs, evaluates, and advises new or lower graded employees on job techniques and skills in connection with sampling, inspection, and weighing methods and use of equipment. Assures that lower graded employees perform sampling, inspection, and weighing functions in accordance with regulations.

Factor 8. Physical Demands - Level 8-3, 50 points

Phases of the work require considerable physical exertion. Obtaining samples involves climbing onto trucks, barges, hopper cars, man lifts, etc.; using probes, pelicans, and similar sampling devices; and moving and lifting grain bags or sacks weighing up to 55 pounds. Stowage inspections involve climbing into and out of the ship holds.

Factor 9. Work Environment - Level 9-3, 50 points

The work involves regular and recurring work in grain elevators subject to potentially explosive concentrations of grain dust, in rice mills, processed product plants, rail yards, dock loading and unloading facilities, and various warehouses. Works at extreme heights in grain elevators and aboard ships. Must continuously take extensive safety precautions to avoid serious accidents resulting from these hazards. Some work is performed outdoors under varying weather conditions.

Total Points: 1470